



achieve more
TRAINING LTD

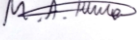
General Data Protection Regulation Statement

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Signed: 

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Date: 24/01/25

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Date: 24/01/2025

Our Privacy Notice describes what Achieve More Training does with the personal information it is provided with. You may be asked to provide us with personal information to become a student, client or to use training systems and services.

If you provide Achieve More Training with information, it will only be used in the ways described in our Privacy Notice.

The Privacy Notice will be updated on occasion and the latest version is available at our head office. If you have any questions about this policy, please contact our Data Officer.

The General Data Protection Regulation (GDPR) 2016, tailored by the Data Protection Act 2018 and our Policy, gives any individual the right to obtain confirmation that their data is being, and where this is the case, access to the personal data. The right of access to this information is referred to as Subject Access Request (SAR).

Achieve More Training will endeavor to provide access to personal data within one month of receipt of a subject access request. If a request is complex, an extension of a further two months will be requested from the individual making the request.

A copy of the information will be provided free of charge however, a 'reasonable fee' processed may be charged if a request is unfounded or excessive.

Who can make a Subject Access Request?

Persons who are entitled to access personal data under this procedure are:

- A. The individual (also known as the data subject).
- B. A representative of the data subject who has written consent (e.g., solicitor; a court appointed representative if the data subject could no longer manage his or her own affairs; a person with enduring Power of Attorney or quite simply anyone else the individual wants acting for them).
- C. The parent or guardian of a child under 16 years of age: In cases where the child agrees, or it was in the child's best interest for access to the data to be granted.

How can I make a Subject Access Request?

Please download a copy of the Subject Access Request/Right to be Forgotten Form (Word Doc) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923698/personal-data-sample-request-form.odt and send it to info@achievemoretraining.com

To prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving license or identity card

List A (photocopy of one from below) *

Full Birth Certificate
Passport/Travel Document
Photo Driving License
Foreign National Identity Card
Child Under 16: Full Birth Certificate

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Child Under 16: Court Order(s)

List B (plus one original from below) *

Bank Statement or Building Society Book
Utility Bill Showing Current Home Address

Please note Achieve More Training will use reasonable means to verify the identity of the individual making the request.

Requests to Delete Personal Data

One of the key principles which underpins the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Individuals may have a right to have personal data erased and to prevent processing in specific circumstances such as:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
- The personal data was unlawfully processed (i.e. otherwise in breach of the GDPR).
- The personal data must be erased to comply with a legal obligation.
- The personal data is processed in relation to the offer of information society services to a child.

How can I make a request to have my personal data deleted?

Please download a copy of the Subject Access Request/Right to be Forgotten Form (Word Doc) and send it to info@achievemoretraining.com

To prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B above. Please indicate which ones you are supplying.

Please note Achieve More Training will use reasonable means to verify the identity of the individual making the request.

Reference Links

Please note that the right to erasure does not provide an absolute 'right to be forgotten'. Under GDPR Achieve More Training can refuse to comply with a request for erasure where the personal data is processed under one of the specific reasons outlined on the ICO Website
<http://www.ICO.org.uk>

Data Sharing

Sharing information can help to mitigate risk to vulnerable children and young people. Appropriate and timely sharing aids the effective identification of needs and facilitates integrated responses to address these needs.

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Under GDPR and the Data Protection Bill personal data may be shared without a Data Subject's consent where one of the processing conditions from the following list is met:

- the sharing is necessary to comply with any non-contractual legal obligation of the Data Controller.
- the sharing is necessary to protect the vital interests of the Data Subject.
- the sharing is necessary for the administration of justice, to comply with a statute or for exercising functions of a public nature
- the sharing is necessary for the legitimate interests of the Data Controller or a third party to whom the data is disclosed, except where it is unwarranted because it is prejudicial to the Data Subject

Learners are made aware that data will be shared with Awarding Organisations in order to register and certificate them. On Government funded programmes, AMT is obliged to share relevant personal information to satisfy funding criteria with the Welsh Government and other regulatory and awarding bodies.

Data Security

Personal information collected of students, client or people using AMT training systems and services will be shared only through encrypted platforms and stored on physical devices with password protection. Following the criteria set out in the cyber security certification annually.

More detail is explained in Pol 010 Information Security and any staff found breaching these guidelines or loss of data such as leaving physical resources (laptop/phone) unlocked and open in public spaces, or loss of IT equipment, or shared without permission will follow Policy 009 Malpractice and Maladministration and POL014 Disciplinary Policy.

Access to Personal Information/Record(s)

Guidance notes for applying for access to your personal information/record(s)

🔒 Data Protection: We will use the information you provide to process your subject access request and for monitoring and statistical purposes.

It may be necessary to share your information with other agencies (e.g., Health organisations, Police, Local Authorities, DWP, HMRC and Achieve More Training internal departments) which have provided information about you to us, in order to complete your request.

More information on how we handle personal information and your rights under the data protection legislation can be found in our GDPR Statement: [AMT Policies - Achieve More Training Ltd.](#).

Applying for information/record(s)

In order to make it both easier for you as the applicant and for Achieve More Training to readily identify a request for personal information, we have provided the following form for you to include all the details we may require in order to locate the information you are seeking.

Under the legislation we are required to confirm the identity of the requester, to ensure that we only disclose personal information to those who have a legal right to receive it. Therefore, we will need to see proof of identification and will require one document from each list. A **clear full colour copy** from each of the lists below should be provided.

Personal Identity Documents List 1:

- Current signed passport
- Current full driving licence (paper or photocard)
- Birth certificate
- Adoption certificate
- Marriage certificate

Residence Identity Documents List 2:

- Gas, Electricity or Water Bill (dated within last 6 months for your current address)
- BT/Cable Fixed Line Telephone Bill (dated within last 6 months for your current address)
- Organisation Tax Statement/Payment Book (dated for current year)
- Current bank or building society statement (dated within last 6 months showing your present address)

NOTE: We cannot accept provisional driving licences or mobile phone bills as identification.

Completed forms should be sent to: Achieve More Training, Deeside Leisure Centre, Queensferry, CH5 1SA or emailed to info@achievemoretraining.com

Access to Personal Information/Record(s)

Section 1 : Details of person whose personal information are being requested				
1.	Name*			
2.	Present Address*			
3.	Post Code*			
4.	Date of Birth*			
5.	Contact Telephone No. *			
	Email address:			
6.	Previous Known Names (if applicable)			
7.	Previous Address(es) (if applicable)			
8.	Proof of Identity Supplied: e.g. Driving licence, passport etc.			
9.	Other Family Members (e.g. parents, siblings)- for Social Care record only			
	Surname	First Name(s)	Date of Birth*	Relationship

Section 2 : Only to be Completed if Acting on Behalf of the Requester				
10.	Name			
11.	Address			
12.	Post Code			
13.	Contact Telephone No.			
14.	Email address:			
15.	What is your relationship with the Requester?			

16.	Evidence of entitlement to act on behalf of the Requester, e.g. written authority, Lasting Power of Attorney etc.	
Section 3: Information Required (To be completed by all applicants) So that we can find and retrieve the information you want, please provide as much information as possible. Tell us in your own words what information you require. Please include details of department(s) (if known); any reference numbers (eg payroll or client numbers); specific date ranges; or reasons why you believe Achieve More Training has your personal information. Please expand on a separate sheet of paper if necessary.		
17.		
18.	Date you made a similar or identical request (if applicable):	

Section 5:	<i>How we will provide the information to you.</i>
19.	- Usually we send your information to you electronically (emails will be encrypted and you will be required to contact the IG office for your password). - In exceptional circumstances it may be possible to arrange an alternative method. This will be subject to the volume and any outside circumstances beyond our control. Important – If you wish us to post the information, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post, incorrectly delivered or opened by someone else in your household.

DECLARATION

To be completed by all applicants. Please note that any attempt to mislead the Organisation may result in prosecution.

I understand that it is necessary for the Organisation to confirm my identity and it may be necessary to obtain more detailed information in order to locate and correct information.

I understand that if I am acting on behalf of another person, the Organisation may contact them for confirmation of my authority to act on their behalf.

Signature

Date

Note: The Organisation will not start processing your request until it is satisfied upon these matters.

Please return this completed form, along with all other required information, to the address shown on the front of this document.

For office use only:

Date Received: _____ Reference Number: _____